

Report for Week Ending 13 March 1957  
from  
PROJECT STAFF

1. Contributions

a. Intangible

(1) Replied to Suggestion No. 2830.

2. Projects Active

a. Acme Visible Records Company has delivered a pilot model of a revised portable desk tray.

✓ b. The installation of the Agency Filing System in OSI continues. During the past week installation of this system has been completed in the Administration Branch and the Information Branch of the Executive, OSI. This project is approximately 27% complete.

c. SOB Voucher Numbering System.

✓ d. Use of shelf filing in the Industrial Register.

✓ e. Use of shelf filing in the Biographic Register.

✓ f. Intra Agency chain envelope.

g. Regulations Control Staff Index to regulatory issuances.

3. News

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[redacted] met with [redacted] of the Office of Personnel to discuss their needs for depositing as Vital Materials all permanent information in the official personnel folders.

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[redacted] all members of DD/P, accompanied last weeks trip to the repository.

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A meeting was held with [redacted] of the Security Office, DCI, to request immediate action be taken on the review of Staff "D" materials deposited in 1952. As a result of this meeting OCI and Staff "D" personnel will accompany the next trip to this repository.

The Office of Communications has issued a regulation covering the Vital Materials Program for that office. A copy of this regulation has been requested.

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Report for Week Ending 14 March 1957  
from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. CONTRIBUTIONS

- a. Completed evaluations of Employee Suggestions 817, 1987, and 1617, pertaining to the dispatch system and the use of typewriter lift boxes.
- b. Completed and forwarded to [ ] Office of the SSA-DD/S, a listing of the (58) reporting requirements that have been placed on field installations. That portion of the list pertaining to financial and property accounting of supply items is being furnished [ ] for use in the feasibility study of supply operations.
- c. Attended a meeting of the DD/S Training Officers in the absence of [ ]
- d. Arranged for the following OTR people to take part in the Plain Letters workshop to be conducted by National Archives and Records Service 18-21 March:  
[ ] - Reading Improvement School  
[ ] - Writing Workshop
- e. Publicized the next IRAC meeting on form and guide letters by sending to ARO's a notice of the meeting accompanied by sample form letters used by the Agency, and copies of the GSA handbooks Guide Letters and Form Letters.

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Report For Week Ending 12 March 1957  
From  
Records Center

During this week the following accessions were made:

PERSONNEL	4 Cu. Ft.
OO	40 " "
DD/P	213 " "
OTR	2 " "
GENERAL COUNSEL	16 " "
OL	9 " "
ORR	3 " "
OCI	2 " "
OCR	2 " "
COMPT	1 " "
Sub-Total:	<hr/> 292 Cu. Ft.
Finished Intelligence	49 " "
Total:	<hr/> 341 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	19,925 " "
Distribution Material Holdings	10,463 " "
	<hr/> 31,005 Cu. Ft.

Distribution Material Disposed of at Center	6 Cu. Ft.
Distribution Material Transferred from Center	43 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	4 " "

Reference

The Center has completed the inventorying of the ORR and OBI map and halftone negatives. Because of the shortage in shelving space this material could not be expanded. Therefore, the reference service will not be facilitated, and additional time will be required to service this material.

Due to incorrect box labeling, there were 27 cubic feet of Comptroller records reboxed and relabeled.

Disposal

The Area Records Officer of OCR has formally notified the Center that all copies of the [redacted] in excess of 30 can be destroyed.

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[redacted]

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Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,977	9,933	11,910
DD/P	2,661	6,069	8,730
DD/S	1,087	6,773	7,860
DD/S (Compt.Grilled Area)	339	141	480
DD/I	357	6,453	6,810
DD/I (Grilled Area)	1,865	1,915	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	8,996	32,224	41,220

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Report for Week Ending 13 March 1957  
from  
Records Disposition Branch

Contributions:

Tangible:

The Records Control Schedule for the Cable Secretariat has been approved and transmitted to that office for application. Total records holdings amounted to 177 cubic feet and are filed in 26 pieces of filing equipment. Only two per cent of the records have been scheduled as having permanent value, the remainder will be retired or destroyed in accordance with the schedules' s disposition instructions.

Assignments: (Active)

✓ Project 6-40 - Office of Central Reference ☐

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✓ To date over 25,000 cubic feet of records have been inventoried. This includes material in the Main Library and Branch 1. 67% complete.

✓ Project 6-81 - Office of Logistics ☐

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Our comments pertaining to disposition instructions contained in the schedule are being discussed with the ARO. 80% complete.

✓ Project 6-82 - Audit Staff ☐

The approval and signature of the Chief, Audit Staff have been obtained for the revised Records Control Schedule. 80% complete.

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Report for Week Ending 13 March 1957  
from  
Forms Management Branch

1. Contributions:

a. Tangible

- (1) Thirty-three actions were completed during the week which will involve the printing of 275,700 copies, or sets, of blank forms. This represents a substantial increase over the 18 actions involving 116,700 copies reported last week.
- (2) In connection with the Agency's discontinuance of Standard Form 50 and 52, new Agency forms have been developed and ordered known as Form Nos. 1150, 1150a, and 1152. These new forms, when received, will be used in connection with a Programatic Flex-o-writer application in the Office of Personnel. Present estimates of the annual savings amount to 1,680 hours or a total of 210 workdays.

2. Assignments (Active)

- a. A check of the Function Code Machine Testing has been made against the Functional Code File. This check was initiated for the purpose of revealing any discrepancies of which the following were found:
  - (1) Forms omitted from the Listing.
  - (2) Edition dates omitted or the current dates not shown in the Listing.
  - (3) Listing of unpurged obsolete or redesignated forms.
  - (4) Disagreement between the Function Code No. as indicated on the Control Card and as actually shown on the printed forms.
- b. All of the discrepancies that have been found have now been corrected.
- c. Evaluations are presently being made on three Employee Suggestions.

Inactive

- a. A survey, which has been somewhat delayed because of the press of work, will shortly be undertaken in the Suggestion Awards Staff by [redacted] with object of simplifying and standardizing the forms that are used in that component.

3. News

- a. Much of [redacted] efforts are currently being directed to the "Feasibility Study" in the Office of Logistics.
- b. [redacted] is absent today on account of the "flu".